

**MINUTES**

**Faculty Development Standing College Committee**

**Wednesday**, **September 18, 2013**, **2:30PM-4:00PM in A138**

Charter: The Faculty Development Committee makes recommendations on the direction of professional development activities for full-time and part-time faculty, including:

* In consultation with the EVP, conduct and evaluate new faculty orientation
* Plan and implement Fall Flex Week activities
* Evaluate applications and award professional development funds. Funds to be considered are limited to those monies identified in the AFT Collective Bargaining Agreement
* Plan, implement, and assess year-round professional development opportunities

**MEMBERSHIP/ATTENDANCE**

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|  | **MEMBER** | **Attendance** |  | **MEMBER** | **Attendance** |
| **Co-Chair Dean** | Kim Hoffmans | **Present** | **Co-Chair Faculty** | Margaret Tennant | **Present** |
| **Learning Resources**  **English/ESL**  **World Languages** | Faten Habib  Judith Ramos  Beth Gillis-Smith | **Present**  **Present**  **Present** | **Instructional Technology** | Ashley Chelonis | **Present** |
| **Chem/ Earth Sciences**  **CNSE/CS**  **Mathematics,** | Vince Crisostomo  Mary Mills  Brendan Purdy | **Present**  **Present**  **Present** | **Digital Media**  **Visual & Applied Arts** | None  None  None |  |
| **Social Sciences**  **Behavioral Sciences**  **Business**  **Athletics** | Ray Zhang  Cynthia Sheaks-McGowan  None  None | **Present**  **Present** | **Access/LS**  **Counseling**  **Music/Dance**  **Performing /Theater Arts** | None  Judi Gould  None  Steve Doyle | **Present**  **Present** |
| **Animal Science**  **Health Sciences**  **Life Science** | None  None  Rachel Messinger | **Present** | **Union Rep** | Renee Fraser | **Present** |
|  |  |  | **Dean** | Amanuel Gebru | **Present** |
| **GUESTS** | Perry Bennett | | | | |

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| **AGENDA** | **Minutes** |
| **CALL TO ORDER & READING OF MINUTES** |  |
| Approval of Minutes: 4/17/13 | The meeting was called to order at 2:35 pm. Minutes were approved as corrected. |
| Review of committee mission and 2012-13  Goals and Accomplishments | The committee reviewed last year’s goals and accomplishments but will discuss at more length at the next meeting.   1. Members suggested that NFO Facilitators visit FD once per semester to update on their activities. 2. Renee Fraser asked about PT Orientations. Kim and Margaret will find out more information and report back. |
| **WORKGROUP REPORTS** |  |
| Flex:   * Feedback on Fall Professional Development (PD) days * New assessment vehicle | 1. Kim reported that formal evaluation data should be available soon. She noted that the new assessment tool allows for quick data entry and analysis. It is recommended to be used for all FD activity evaluations. 2. Members agreed that PD went well but had several suggestions for the future:    1. Provide more “passing time” so that attendees have time to confer and socialize before going to another session. Mary Mills suggested 15 minutes between sessions.    2. Vince Crisostomo asked how rooms were chosen and suggested not booking sessions back-to-back so that attendees could stay more for chatting.    3. Cynthia Sheaks-McGowan suggested trying to coordinate activities with VC and OC so that people could take advantage of multiple activities. 3. Kim asked the group about starting to plan for Spring PD activities; this year, there will be several days to fill. The problem is that there is no way of knowing who will come, since these days are not mandatory and occur after week 6 of classes. Mary Mills suggested that we include this question on our Fall Fling survey. It was also noted that VC is doing “SITE Training” during our Spring PD week; this year, it will include Learning Community training. Moorpark staff and faculty are invited to attend as space is available. |
| Faculty Travel Funding   * Report on recently dispersed funds * Clarification on contractual $100 availability and Opt-in/Opt-out | 1. Kim: FD spent approximately $6,000 on FT travel funds last years. All submitted requests were met; although some were funded through other sources. $1389 was spent on PT travel; this year, $3000 is available for PT travel. 2. This year, $14,000 is available for FT travel because of the new “opt-in” default process. The group agreed that ½ of the funds should be dispersed each semester. 3. Kim asked for group permission to expedite requests of $100 or less; applications would not need to be reviewed by the Funds Committee with “instant approval” as long as funds are still available. The committee agreed. 4. Judi Gould suggested that FD publish a clear time table so that all faculty understand the deadlines for applying for funds. Kim noted that this on the application, but that we can upload a separate schedule on the FD site as well. |
| Kudos: no activity over summer | 1. There were no Kudos over the summer. Kim asked for volunteers to sign thank-you letters for Flex presenters and several committee members volunteered: Rachel Messinger, Brenden Purdy, and Margaret Tennant. 2. Kim suggested that her office handle all Kudos in the future because she can more easily track who gets what. The committee agreed. |
| Technology:   * PD attendance * Input on Technology Training needs for faculty | 1. Ashley Chelonis reported good attendance at the PD technology sessions. She noted that many new PT faculty are insisting that they get training in D2L. Unfortunately, D2L, unlike most other software, does not provide a full-online training option and she has not had the time to develop our own. 2. D2L FAQs were discussed; Faten Habib and Brendan Purdy have already completed them but Ashley will see if more information can be added to assist PT faculty. Renee Fraser pointed out that this was an example of why PT faculty need a more comprehensive orientation. 3. Kim suggested that the committee form a workgroup to assist Ashley in planning training that meets assessed technology needs for faculty. The group and Ashley agreed (sign-ups below). 4. Apparently, the out-dated Faculty Handbook is still on the portal and can be confusing. Ashley will try to remove it. |
| NFO: New faculty information | This item was removed from the Agenda as the NFO program now reports to the Office of Student Learning. |
| **PREVIOUS BUSINESS** |  |
| Faculty Development Com. Goals/Accomplishments | Previously discussed. |
| College hour—continue to pursue? | The committee decided to table this proposal until a new college President is in office. |
| Faculty Development resource repository update | Ashley is organizing materials to store on D2L, as that appears to be the best (if not perfect) option for the repository. D2L has the storage capacity and the important ability to share with VC and OC. In the meantime, Ashley will also consult Victory at the district about the possibility of an upcoming “web option” that will provide password-protected resource management. |

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| **NEW BUSINESS** |  |
| Workgroup membership:   * Flex (PD) planning * Travel Funds * Kudos * Technology * FD Web Review Workgroup?? | The following committee members volunteered to serve on these workgroups:   1. PD Planning: ***Meet after regular meetings, 3rd Weds****.* Beth Gillis-Smith, Renee Fraser, Cindi Sheaks-McGowan, Judi Gould 2. Travel Funds: ***Meet 1st Weds 2:30 (try to get A138)****.* Mary Mills, Judi Ramos, Vince Crisostomo 3. Technology: ***Meet 2nd Weds 2:30****.* Rachel Messinger, Ray Zhang, Brenden Purdy, Perry Bennett. 4. The Kudos and FD Web Review Workgroup were “delisted.” |
| Fall Fling Assessment survey | Mary Mills has updated the survey for this year’s Fall Fling. She will email a copy to Margaret and Kim for review. It was suggested that the survey be distributed as a Survey Monkey for those not attending the Fall Fling; all agreed that this is a good idea. Kim and Margaret will contact Lisa Putnam for directions in how to proceed. |
| Professional development 2013-2014 ideas | This was tabled until the next meeting, after the Fall Fling survey results are tabulated. |
| **ANNOUNCEMENTS** | There’s a new Purdy Baby on the way….Congratulations from all! |
| **NEXT MEETING:** | October 23, 2013; 2:30-400pm A138. |
| **Adjournment** | Meeting adjourned 3:55 pm. |

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| **Future meetings:** |
| **Oct. 23, 2013** |
| **Nov.20, 2013** |
| **Dec. TBD** |
| **Jan. 15, 2014** |
| **Feb. 19, 2014** |
| **Mar. 19, 2014** |
| **Apr. 16, 2014** |
| **May TBD** |